

2013 JSC Annual Holiday Bazaar Application
November 9, 2013

Thank you for your interest in our Holiday Bazaar. This event has been a great success at bringing together JSC employees and the surrounding community.

The date for the event has been set for Saturday, November 9, 2013 from 10:00am-4:00pm. It will be held at the Gilruth Center located off of Space Center Blvd.

Below you will find a required application for your entry into the Bazaar. **A \$10.00 non-refundable application fee is required upon submission.** This application fee will be waived for all JSC employees if your badge # is written on the application. Do NOT send in booth payment at this time. All applications are due by September 27th. No late applications will be accepted.

Please note that due to building limitations not all applicants will be invited to participate. **Completing this application does not guarantee acceptance into the Bazaar.** A review of all applications will be made and notifications will be sent out by Oct. 4th.

Marketing for this event will include email distributions to NASA Employees/Contractors, local newspapers, fliers, signs and banners. Please feel free to advertise independently.

Thank you and we look forward to making this another successful event with you! Please contact me with any questions.

Employee Badge # _____ Employee phone _____

Please include your \$10 application fee or enter your badge # and phone # above if you are a JSC employee.

Name of Business (if applicable): _____

Contact Person: _____

Email: _____ Phone #: _____

Address: _____ City/State/Zip: _____

Description of merchandise:

Approved applicants will be required to pay in full by 10/18/13.

DO NOT SEND PAYMENT FOR BOOTH FEES UNTIL YOU HAVE BEEN NOTIFIED OF ACCEPTANCE.

Booth space is approximately 8'x10', but some may vary. Booths are \$55 each, maximum of two booths per application. Each booth space includes two chairs. **Please bring your own tables, unless you would like to rent tables.** Tables can be rented for an additional \$12.00 each. Electricity will also be provided for an additional \$25.00. Please indicate your needs below:

8x10 booth space with two chairs	_____	x	\$55.00 =	_____
Electricity	_____	x	\$25.00 =	_____
Table	_____	x	\$12.00 =	_____
Total Due by Oct. 18				_____

Please return this form and \$10 application fee (if JSC employee badge # not provided) to:

NASA Exchange JSC • Attn: Shelly Haralson
Mail Code AW • 2101 NASA Pkwy • Houston, TX 77058
OR email application to: shelly.t.haralson@nasa.gov
OR drop off at the Gilruth Center Information Desk

Shelly Haralson
Program Coordinator, JSC Exchange/Starport
Phone: 281-483-9168 | Fax: 281-244-2360
Email: shelly.t.haralson@nasa.gov
starport.jsc.nasa.gov

For Internal Use Only:
Application Received: _____
Application Fee Paid : _____

Approved: _____ Not Approved: _____